

STATE OF NEVADA
Board of Cosmetology
1785 East Sahara, Suite 255
Las Vegas, Nevada 89104
(702) 486-6542
Fax: (702) 369-8064



STATE OF NEVADA
Board of Cosmetology
4600 Kietzke Ln Bldg O, Suite 262
Reno, NV 89502
(775) 688-1442
Fax: (775) 688-1441

CHECKLIST FOR SCHOOL LICENSING:

1. APPLICATION
2. REGISTRATION FEE OF \$500 (money order or cashier's check only)
3. LICENSED INSTRUCTOR IN CHARGE, AND NAMES OF INSTRUCTORS
4. SCHOOL SHALL HAVE:
 - a. SUFFICIENT EQUIPMENT ACCORDING TO ADMINISTRATIVE CODE
 - b. STAFF OF INSTRUCTORS
 - c. 5,000 SQUARE FEET
5. FINANCIAL STATEMENTS FOR APPLICANT
6. **SURETY BOND MAY BE NEEDED AT A LATER DATE **
7. PROOF OF 25 BONA FIDE STUDENTS ENROLLED
8. APPROVED FLOOR PLANS
9. APPROVAL BY BOARD OF COSMETOLOGY (BOARD MEETING PRESENTATION)
10. FINAL INSPECTION BY INSPECTOR INCLUDING INVENTORY OF EQUIPMENT
11. ISSUANCE OF SCHOOL LICENSE

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Application for Certificate of Registration and License to Conduct a
School of Cosmetology

Send money order or cashier's check with application. Personal checks are not accepted.
Application must be accompanied by a fee of FIVE HUNDRED (\$500) DOLLARS for issuance of
certificate of registration and license.

*Application is hereby made under provision of NRS Chapter 644, Sections 644.340 – 644.350 –
644.370 – 644.380 – 644.400 – of the State of Nevada for a Certificate of Registration and License
to conduct and operate a School of Cosmetology, located at;*

Name of School: _____

Street and Number: _____ *City of* _____

County of: _____ *State* _____ *Zip:* _____

Phone Number: _____

Full Name of Applicant

If applicant is co-partnership give firm name
and name of each partner. If applicant is a
corporation give name of corporation and of
president or manager thereof. **Submit Copies**

Print or typewrite

Post Office Address of Applicant | State same if different than that of
location of school of cosmetology | _____

1. How many instructors are, or will be employed? _____
2. Are the instructors licensed hairdressers and cosmetologists? (Answer Yes or No) _____
3. If the public is served, do you agree to charge for materials only? (Answer Yes or No) _____
4. Give name, address and number of registration of the registered and licensed hairdresser and
cosmetologist under whose immediate supervision this school will be conducted _____

5. Give name of instructor of instructors in charge _____

6. Applicant hereby certifies and declares that in said school of cosmetology the occupations of hairdresser and cosmetologist will be taught as follows, to-wit: (specify fully): _____

OATH:

Applicant hereby further certifies and declares that applicant has not advertised and will not advertise by mean of any knowingly false or deceptive statements nor obtain pupils for or practice in any branch of cosmetology by any deceptive or false means or methods; that if granted a certificate of registration and license, applicant will display the same in conspicuous place in the principal office or place of business of applicant; that applicant will not permit any person to sleep in, or use for residential purposes any room used wholly or in part, as a school of cosmetology; that....he/she....will faithfully obey any and all requirements of law and all sanitary and other rules and regulations of the State Board of Cosmetology in the conduct and operation of the school of cosmetology. Applicant further agrees that no person shall be employed or harbored in said school who is not of good moral character and temperate habits, or who is addicted to the habitual use of any habit-forming drugs, or who suffers from any infectious or contagious disease.

{ Signature } _____

STATE OF _____)
) SS.
COUNTY OF _____)

_____, first being duly sworn, deposes and says
that...he/she is the person making the foregoing application; that...he/she has read the same in it's entirety and knows the contents thereof and that all the statements made herein are true in every respect.

{ Signature } _____

Subscribed and sworn before me this _____ day

Of _____, _____

Notary Public in and
For the County of _____
State of _____.

SCHOOLS OF COSMETOLOGY

NAC 644.080 Minimum requirements for space and accommodations.

1. A school of cosmetology must:
 - (a) Have at least 5,000 square feet of floor space;
 - (b) Provide properly equipped lecture rooms of sufficient size to accommodate all students; and
 - (c) Provide separate lockers with sufficient space to store the student's equipment.
2. In order to determine the total number of square feet of a school of cosmetology, the floor space must be measured from the interior walls.
[Bd. of Cosmetology, No. 20.8, eff. 12-3-80]—(NAC A 6-18-91)

NAC 644.085 Minimum requirements for equipment. ([NRS 644.110](#), [644.120](#), [644.380](#)) Each school must have the following working equipment:

1. Ten shampoo bowls that are located so that all 10 bowls may be in use at the same time.
2. Ten hair dryers, each of which must be equipped with a chair and a device that releases air on the client's hair. For the purpose of this subsection, a hand-held blow-dryer does not constitute a hair dryer.
3. Two facial chairs.
4. Ten manicure tables or bars, and stools.
5. Adequate wet and dry disinfectants that are registered with the Environmental Protection Agency.
6. Hot work equipment consisting of:
 - (a) Five electric heaters.
 - (b) Combs, as follows:
 - (1) Fine-teeth combs;
 - (2) Coarse-teeth combs;
 - (3) Five electric pressing combs;
 - (4) One shampoo comb per student;
 - (5) Hard rubber combs; and
 - (6) Styling combs.
 - (c) Curling irons, as follows:
 - (1) Fifteen marcelling irons with revolving handles; and
 - (2) One electric curling iron per student.
 - (d) Oils and conditioners consisting of:
 - (1) Pressing oils;
 - (2) Scalp conditioners;
 - (3) Hair conditioners for pressed hair made without a soap base, such as petroleum jelly;
 - (4) Curling creams made with wax or petroleum jelly; and
 - (5) Cleaning fluids for pressed hair, such as alcohol.
7. Ten dozen cold-wave rods of assorted sizes.
8. One covered container for hairpins, clips, nets and similar items for each student.
9. Five brushes, furnished by the school, for each student.
10. Closed waste containers of sufficient size and in sufficient quantity to permit the disposal of all refuse and waste matter by the school and its students.
11. One block, weft or mannequin on a firm stand for each beginning student.
12. One time clock which punches the date and time on time cards, or a computer or any other device approved by the board, for use by the students to record their hours of training at the school.
13. Two shampoo capes for each student.
14. One chair with armrests for each student, or a sufficient number of tables and chairs for all of the students, in classes on theory.
15. Mirrors, worktables and styling chairs of sufficient number to accommodate the students enrolled.

16. At least one textbook and adequate reference material, charts, teaching aids and other materials to support the instruction in the school.

17. Adequate and safe electrical outlets.

[Bd. of Cosmetology, No. 20.9, eff. 12-3-80]—(NAC A by R099-97, 2-25-98; R029-02, 7-19-2002)

NAC 644.090 Filing of standard contract, rules and financial forms. ([NRS 644.110](#)) With its initial application for licensure, when any change relating to the information on its license occurs and upon renewal of its license, a school of cosmetology must file with the board:

1. A copy of its standard contract and its rules.
2. A notice of any changes made during the previous 12 months with respect to its contracts or rules.
3. A copy of all financial forms utilized by the school with respect to tuition, grants, scholarships and other methods of subsidizing tuition.

[Bd. of Cosmetology, No. 20.12, eff. 12-3-80]—(NAC A by R099-97, 2-25-98)

NAC 644.095 Registration of students with board. ([NRS 644.110](#), [644.400](#)) A school of cosmetology shall register each student with the board within 45 days after the student has enrolled in school. To register a student, the school shall submit a completed form provided by the board that includes:

1. The name of the student;
2. The number of credit hours for which the student is enrolled;
3. If the student has transferred to the school of cosmetology and is requesting to receive credit for courses taken at another school of cosmetology, a copy of the letter issued by the board verifying the number of hours for which the student has previously earned credit;
4. The signature of an authorized representative of the school;
5. Information about the student, including:
 - (a) A copy of valid identification of the student;
 - (b) An affidavit that the student has successfully completed at least the 10th grade in high school or its equivalent;
 - (c) If applicable, proof of any name change of the student; and
 - (d) If applicable, a copy of the approval of foreign documentation relating to the training of the student which must be issued by the board before the student enrolls in the school; and
6. Any other information required by the board.

[Bd. of Cosmetology, No. 20.2, eff. 12-3-80; A 10-15-81]—(NAC A by R099-97, 2-25-98; R029-02, 7-19-2002)

NAC 644.100 Registrar: Appointment; duties. ([NRS 644.110](#), [644.400](#)) Each school of cosmetology shall appoint at least one of its employees to serve as registrar and shall file the name of the registrar with the board. Each registrar shall:

1. Keep a daily record showing the attendance of each student.
2. Keep a record showing the training time for each student.
3. Ensure that the records are accurate.
4. Forward to the board the record of a student's withdrawal from or completion of the course within 15 days after the withdrawal or completion. The record must be signed by the student, if available, and the registrar. If the student owes money to the school, the registrar may substitute a letter, in lieu of the record of withdrawal from or completion of a course, which states that the record is being held for nonpayment of tuition or any fee owed to the school by the student.
5. Provide any student who withdraws from the school copies of the record of withdrawal and his time records, upon his request. These copies must be given to him within 3 working days after his withdrawal from the school.

[Bd. of Cosmetology, No. 20.3, eff. 12-3-80; A 10-15-81]—(NAC A by R099-97, 2-25-98; R029-02, 7-19-2002)

NAC 644.105 Instruction of students; badges; limitation on practice of cosmetology by students; student instructors. ([NRS 644.110](#), [644.395](#), [644.400](#), [644.408](#))

1. A school of cosmetology shall maintain a staff of licensed instructors who are competent to give instruction in all subjects of its curriculum, including the subjects required by regulation of the board.

2. Any student who fails to attend the instruction in theory on a particular day may remain in school for the duration of the day and receive training in another facet of cosmetology not related to the participation of patrons.

3. Each student in cosmetology or hair designing shall wear a badge with the word "freshman" inscribed on it. This badge may not be removed and the student may not work on the public until the student has completed a preliminary training period of 250 hours.

4. Each student in manicuring shall wear a badge with the word "freshman" inscribed on it. The badge may not be removed and the student may not work on the public until the student has completed a preliminary training period of 80 hours.

5. Each student in aesthetics shall wear a badge with the word "freshman" inscribed on it. This badge must not be removed and the student may not work on the public until the student has completed a preliminary training period of 100 hours.

6. No instructor in a licensed school of cosmetology may, during the hours in which he is on duty as an instructor, devote his time to the public or to the private practice of cosmetology for compensation. Each instructor shall devote his full time during the hours he is on duty as an instructor to instructing students.

7. Students shall not practice at home or in a cosmetological establishment and shall not give demonstrations other than those required of them by the school of cosmetology.

8. A student instructor must:

- (a) Be under the direct supervision of an instructor licensed by the board;
- (b) Receive continuous instruction in teaching methods and techniques; and
- (c) Not be used as a student operator.

[Bd. of Cosmetology, No. 20.4, eff. 12-3-80; A 10-15-81]—(NAC A 3-26-82; 11-18-82; R099-97, 2-25-98)

NAC 644.110 Time records. (NRS 644.110, 644.400)

1. Each student shall register the time of day on a time record at the beginning of each day of training and at the completion of his training for the day. The student shall also document on a time record the period of each break that he takes during his day. To record the period of his breaks, a student may use a time record which is separate from that which is used to record the beginning and ending of his day.

2. A time record which contains any error may be changed only by authorization of the registrar and the instructor. The authorization must be evidenced by the initials of the registrar and instructor on the time record.

3. Original time records are the property of the school and must be maintained on school property at all times during the enrollment of the student to whom the time record pertains. A student, on request, is entitled to receive a copy of any of his time records from the school, unless he owes money to the school for tuition or fees for the period covered by his time records. The school shall provide the requested time records:

(a) Immediately, if the request is made in connection with the withdrawal of the student from the school; or

(b) Within 10 business days after the request under any other circumstances.

4. All time records of a student must be maintained by the school for validation by the board upon the completion of or withdrawal from the training by the student.

[Bd. of Cosmetology, No. 20.11, eff. 12-3-80]—(NAC A 6-18-91; R099-97, 2-25-98; R029-02, 7-19-2002)

NAC 644.115 Curriculum for cosmetologists; exemption for barbers in certain circumstances. (NRS 644.110, 644.400)

1. Each school of cosmetology must offer the following subjects for training barbers and students to be cosmetologists:

- (a) Blow-drying.
- (b) Dispensary.
- (c) Extensions and wrapping of nails.

- (d) Facials, arching, skin and make-up.
- (e) Finger waving.
- (f) Hair coloring.
- (g) Haircutting.
- (h) Manicuring.

(i) Miscellaneous practical and technical instruction. After completing 1,200 hours of training, a student may obtain 40 hours of credit for field trips to cosmetological establishments, if a record of each trip is signed by a representative of the school, by the student and by the operator in charge of the cosmetological establishment. Each field trip must have at least two students in attendance.

- (j) Modeling.
- (k) The provisions of [chapter 644 of NRS](#) and the regulations adopted pursuant thereto.

- (l) Pedicuring.
- (m) Permanent waving and chemical straightening.

- (n) Reception desk training.

- (o) Salon management.

- (p) Scalp treatments.

- (q) Shampooing and rinses.

- (r) Skipwaving.

(s) Theory, with a minimum of 50 hours mandatory for students who are barbers and 250 hours mandatory for all other students.

- (t) Thermal straightening, curling and marcelling.

- (u) Wet hairdressing.

- (v) Wigs and hairpieces.

2. If a barber enrolls in a school of cosmetology, the school shall administer an examination to determine his areas of knowledge. The school may, if it deems it appropriate, excuse a barber from any of the subjects listed in subsection 1.

3. As used in this section:

(a) "Barber" means a practitioner of barbering as defined in subsection 6 of [NRS 643.010](#) who is studying to become a cosmetologist.

(b) "Student" means a person receiving instruction in a school of cosmetology.

[Bd. of Cosmetology, No. 20.5, eff. 12-3-80; A 10-15-81]—(NAC A 6-18-91; R099-97, 2-25-98)

NAC 644.116 Curriculum for hair designers. ([NRS 644.110](#), [644.400](#))

1. A school of cosmetology must offer the following subjects for training hair designers:

- (a) Blow-drying;
- (b) Dispensary;
- (c) Finger waving;
- (d) Hair coloring;
- (e) Haircutting;
- (f) Modeling;
- (g) The provisions of [chapter 644 of NRS](#) and the regulations adopted pursuant thereto;
- (h) Permanent waving and chemical straightening;
- (i) Reception desk training;
- (j) Salon management;
- (k) Scalp treatment;
- (l) Shampooing and rinses;
- (m) Skipwaving;
- (n) Theory, with a minimum of 150 hours mandatory;
- (o) Thermal straightening, curling or marcelling;
- (p) Wet hairdressing; and
- (q) Wigs and hairpieces.

2. A student who completes 900 hours of training may receive up to 30 hours of credit for field trips to cosmetological establishments. The school must record each trip on a form signed by a representative of the school, the student and the operator in charge of the cosmetological establishment. To receive credit for a field trip, the field trip must have at least two students in attendance.

(Added to NAC by Bd. of Cosmetology by R099-97, eff. 2-25-98)

NAC 644.117 Curriculum for aestheticians. ([NRS 644.110](#), [644.400](#))

1. Each school of cosmetology shall offer the following subjects for training students to be aestheticians:

- (a) Massaging of the body, including the face.
- (b) Removal of hair of the body, including the face.
- (c) Treatment of the skin.
- (d) Packs and masks.
- (e) Application of make-up.
- (f) Application of false eyelashes.
- (g) Arching of eyebrows.
- (h) Tinting of eyelashes and eyebrows.
- (i) Lightening of hair on the body, except the scalp.
- (j) Theory, 150 hours.
- (k) Training in the use of:

(1) Electrical devices which use high-frequency current in the treatment of the skin, including, but not limited to:

- (I) A device equipped with a brush to cleanse the skin.
- (II) An electrical device which uses galvanic current for the treatment of the skin.
- (III) A device which applies a mixture of steam and ozone to the skin.
- (IV) A device which is used to spray water or other liquids on the skin and to stimulate circulation in the skin.

(2) Any mechanical device for the care and treatment of skin which is approved by the board.

The provisions of this paragraph do not apply to a student who is enrolled in a school of cosmetology before November 24, 1987.

(l) Any other practical or technical instruction which the board may require.

2. A student who completes 450 hours of training is entitled to receive up to 18 hours of credit for visits to cosmetological establishments in order to observe the cosmetological establishments if a record of each such visit is signed by the student, a representative of the school and the operator in charge of the cosmetological establishment. Each such visit must have at least two students in attendance.

(Added to NAC by Bd. of Cosmetology, eff. 3-26-82; A 11-24-87; R099-97, 2-25-98)

NAC 644.120 Curriculum for manicurists. ([NRS 644.110](#), [644.400](#))

1. The following subjects constitute the curriculum for manicurists:

- (a) Manicuring.
- (b) Modeling.
- (c) The provisions of [chapter 644 of NRS](#) and the regulations adopted pursuant thereto.
- (d) Pedicuring.
- (e) Theory, 80 hours.
- (f) Wraps and extensions for nails.
- (g) Any other practical or technical instruction which the board may require.

2. A student who completes 375 hours of training is entitled to receive up to 15 hours of credit for visits to cosmetological establishments in order to observe the cosmetological establishments if a record of each such visit is signed by the student, a representative of the school and the operator in charge of the cosmetological establishment. Each such visit must have at least two students in attendance.

[Bd. of Cosmetology, No. 20.6, eff. 12-3-80; A 10-15-81]—(NAC A 11-24-87; R099-97, 2-25-98)

NAC 644.123 Curriculum for student instructors. The following subjects constitute the curriculum for student instructors:

- 1. Teaching principles.
- 2. Developing measurable objectives for performance.
- 3. Lesson planning.
- 4. Use of teaching aids.
- 5. Use of questioning and problem-solving strategies.

6. Classroom management.

7. Nevada law and regulations.

(Added to NAC by Bd. of Cosmetology, eff. 6-18-91)

NAC 644.124 Transfer of credit hours. (NRS 644.110)

1. The number of credit hours that may be transferred from one course of study of cosmetology to another will be determined as follows:

(a) A student in cosmetology who transfers to manicuring will receive credit for the number of actual hours taken in courses in manicuring, up to a maximum of 150 hours.

(b) A student in cosmetology who transfers to aesthetics will receive credit for the number of actual hours taken in courses in aesthetics, up to a maximum of 160 hours.

(c) A student in manicuring who transfers to cosmetology will receive credit for the actual number of hours taken, up to a maximum of 150 hours.

(d) A student in aesthetics who transfers to cosmetology will receive credit for the actual number of hours taken, up to a maximum of 160 hours.

(e) A student in hair designing who transfers to cosmetology will receive credit for the actual number of hours taken.

(f) For a student in cosmetology who transfers to hair designing, the number of hours earned by that student for courses in manicuring and aesthetics and 20 percent of all hours earned for courses involving theory only will be deducted from the total number of hours earned by the student. The student will receive credit for any remaining hours.

2. A student who receives credit for hours taken upon transferring to a different course of study and who subsequently returns to his first course of study will receive credit for the original total number of hours earned in the first course of study.

3. Hours earned by a student while he is outside of this state, including, without limitation, hours earned by a student while he is outside of the United States, may be transferred only for credit for courses in cosmetology, electrology, aesthetics and manicuring. To receive credit for such hours, the student must provide the board with complete current documentation of the enrolled hours per subject. Such hours must be properly validated by the appropriate regulatory entity for the jurisdiction in which the hours were earned, if that entity provides such validations.

(Added to NAC by Bd. of Cosmetology by R099-97, eff. 2-25-98; A by R029-02, 7-19-2002)

NAC 644.125 Recesses. Each school of cosmetology shall provide every student in attendance at least:

1. One 30-minute lunch recess for every 7 hours of training time; and

2. One 15-minute break for every 3 1/2 hours of training time.

[Bd. of Cosmetology, Nos. 20.15 & 20.16, eff. 10-15-81]

NAC 644.130 Prohibition against requiring students to purchase supplies for use in course of study. (NRS 644.110) A school of cosmetology shall not require students to purchase beauty supplies for use in the course of study, including, but not limited to, shampoos, conditioners, nail files, nail tips and any other consumable item.

[Bd. of Cosmetology, No. 20.13, eff. 10-15-81]—(NAC A by R099-97, 2-25-98)

NAC 644.135 Prohibition against deducting earned credit as punishment. A school of cosmetology shall not deduct earned hours of school credit as a method of punishment for misbehavior.

[Bd. of Cosmetology, No. 20.14, eff. 10-15-81]

NAC 644.140 Schools required to be separate entities; students prohibited from working in departments for retail sales. A school of cosmetology shall be operated as a separate entity. No part of any school of cosmetology may be used for any business other than a school of cosmetology. No department for retail sales may be operated as part of a school of cosmetology unless the department is separated from the school by a wall or partition. Students shall not work in the retail sales section of the department.

[Bd. of Cosmetology, No. 20.10, eff. 12-3-80]

NAC 644.145 Advertising; display of sign stating services performed by students.

1. A school's advertising of cosmetological services must not be false, misleading or deceptive.
2. No school may advertise that its students will earn commissions, salaries, or pay of any other kind, other than gratuities, for services rendered.
3. A sign must be posted within each school of cosmetology to read: "School of Cosmetology, Work Done Exclusively by Students," or words of similar substance, in letters large enough to be read the length of the room. The sign must be displayed in the reception room and in full view of all patrons, students and instructors in the school.

[Bd. of Cosmetology, No. 20.7, eff. 12-3-80]

Note: *NACs and NRS' are subject to change in legislation. It is the school's responsibility to be aware of the most recent laws and regulations as it pertains to them.*

FOR OFFICE USE ONLY:

NO: _____

Application for:
**SCHOOL OF COSMETOLOGY
LICENSE**

Name: _____

Street No. _____

City: _____

County: _____

Record

Received: _____

Considered: _____

Premises inspected: _____

Approved: _____

Rejected: _____

Certificate No. _____

Date Issued: _____

REMARKS – (Record here change of address and
dates of any suspension, revocation or surrender
of registration and license.)

2013 Board Meeting Dates		
<i>Dates are subject to change upon Board Approval</i>		
Date	Location	Deadline Date
February 11, 2013	Las Vegas	December 27, 2012
May 6, 2013	Reno	March 25, 2013
August 5, 2013	Las Vegas	June 21, 2013
November 4, 2013	Reno	September 19, 2013

You must contact the Board office prior to the paperwork deadline indicated above to acquire the appropriate forms when schedule a matter to appear before the Board. Please allow sufficient time for mailing. Any paperwork received after the paperwork deadline date will not be scheduled before the Board and will be returned to the petitioner. Should you have any questions regarding meeting procedures, contact our Las Vegas office at 702-486-6542.

NOTE: Persons whom are disabled and require special accommodations or assistance are requested to notify the Board office in writing at 1785 E. Sahara, Suite 255, Las Vegas, NV 89104 or by telephone at 702-486-6542 at least 10 business days prior to the deadline date.